

# CITY OF DETROIT FISCAL 2002/03 BUDGET

## AGENCY 28 HUMAN RESOURCES

### MISSION

The mission of the Human Resources Department is to provide timely, cost-effective and high quality human resource services and programs which meet the requirements of City departments in accordance with applicable laws, rules and collective bargaining agreements.

### DESCRIPTION

The Human Resources Department consists of several divisions and sections that provide a full range of personnel and other services to City departments and agencies in accordance with the City Charter. **Administrative Services** is responsible for Citywide personnel audit functions and maintaining records for all City employees; Citywide charitable campaigns; office automation and other employee services. The **Employee Assistance Center** assists employees and their families with problems that may affect their well being and job performance.

The **Employment Services Group** is responsible for the outreach activities, recruitment, testing and selection of applicants. This group also handles pre-employment and return to work activities. **Organization/Employee Development Services (O/EDS)** coordinates employee training and organization change and development activities. The division is also responsible for the Apprenticeship Program, the Tuition Refund Plan, supervisory training, advanced leadership development programs, distance education and continuous improvement process training.

Under the City Charter, **Labor Relations** is responsible for the negotiation of all collective bargaining agreements with labor organizations representing City employees or involving City interests. **Employee Benefits** is responsible for employee health benefits, vision and dental programs. **The Hearings and Policy Development Division** is responsible for developing proposed policy statements on human resources matters and providing administrative services to the Civil Service Commission.

### GOALS

1. Improve employment processes to ensure that staffing requirements of City departments are met.
2. Provide organization and employee development programs and services that meet customers' needs.
3. Restructure the classification/compensation plan to meet City employment needs.
4. Negotiate and administer mutually beneficial collective bargaining agreements with labor organizations.
5. Provide consistent application of Human Resources policies, practices and procedures.
6. Integrate new and updated technology.

### DEPARTMENTAL FINANCIAL INFORMATION

	GENERAL	
	<u>FUND</u>	<u>TOTAL</u>
EXPENDITURES	\$28,607,281	\$28,607,281
REVENUES	<u>11,796,682</u>	<u>11,796,682</u>
NET TAX COST	\$16,810,599	\$16,810,599
POSITIONS	409	409